



LAKELAND LIBRARY  
**COOPERATIVE**  
LEADING • LEARNING • LENDING

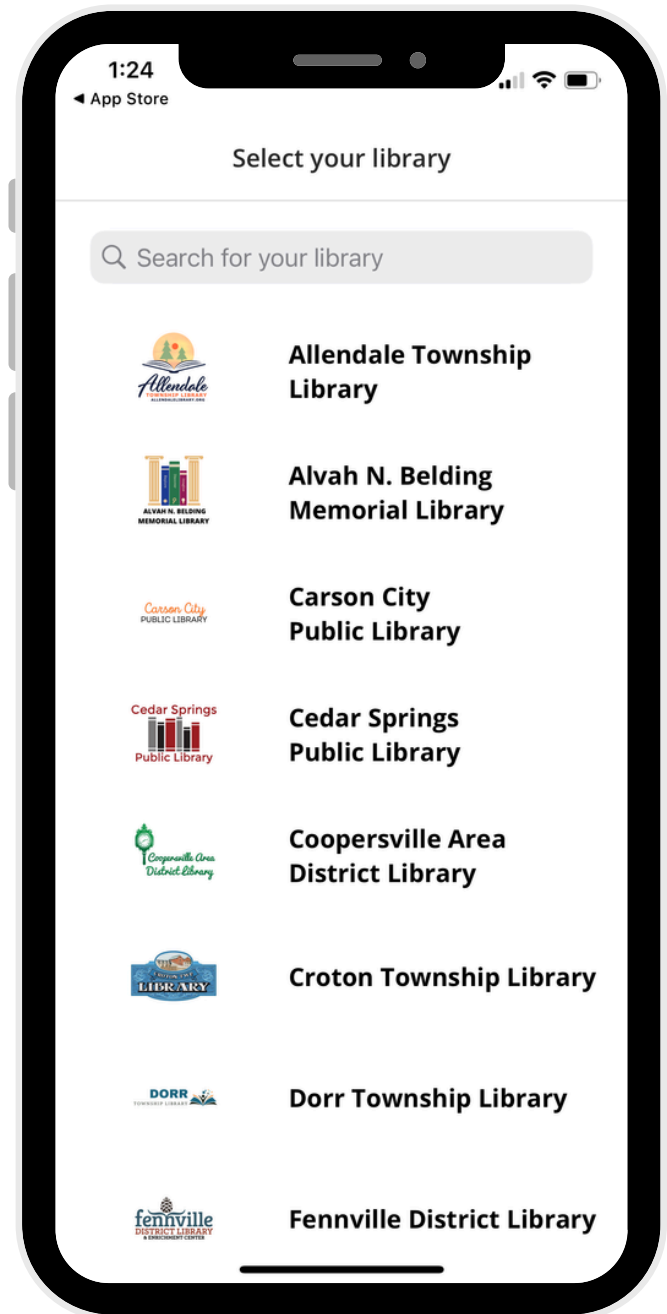
# LAKELAND LIBRARY COOPERATIVE BIBLIOAPPS TUTORIAL

*Updated January 29, 2025*



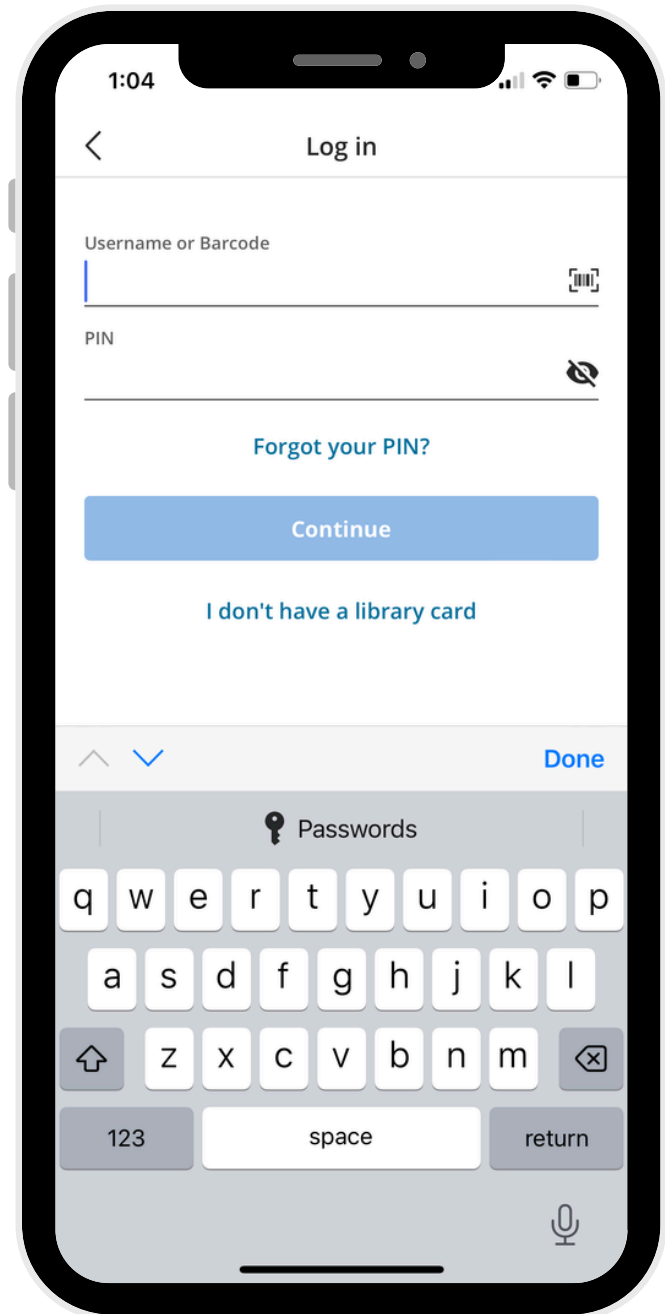
# Download and Startup

- Search your app store (either the Apple app store or the Google play store) for the **Lakeland Library** app.
- Follow the store's instructions to download the app. You may need to log in to your app store account to download the app.
- Once the app is downloaded, you will be prompted to select your library from the provided list.



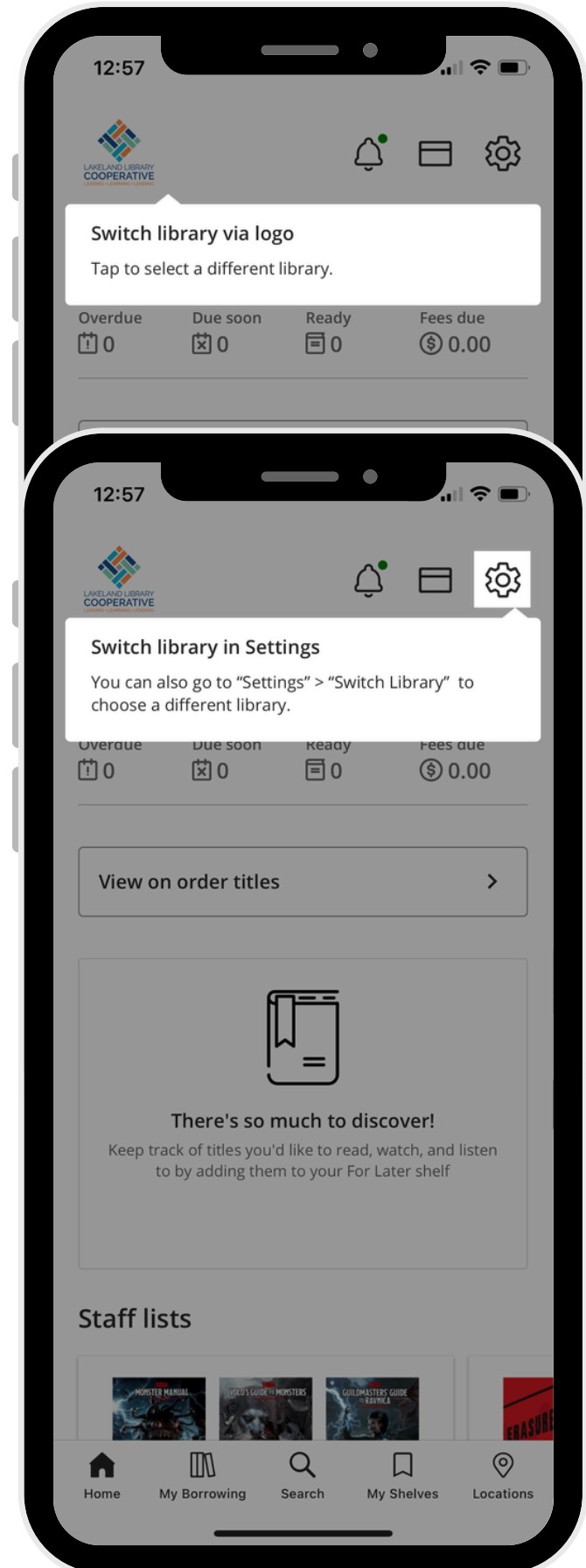
# Login

- To log in, click the login button on the home screen.
- If you already have a username through your library's catalog, you can enter that, or you can enter your library card barcode.
- Enter your PIN number. This is the last 4 digits of the phone number provided at registration, unless you have changed it.
- You can also reset your PIN number using the link provided on this screen.



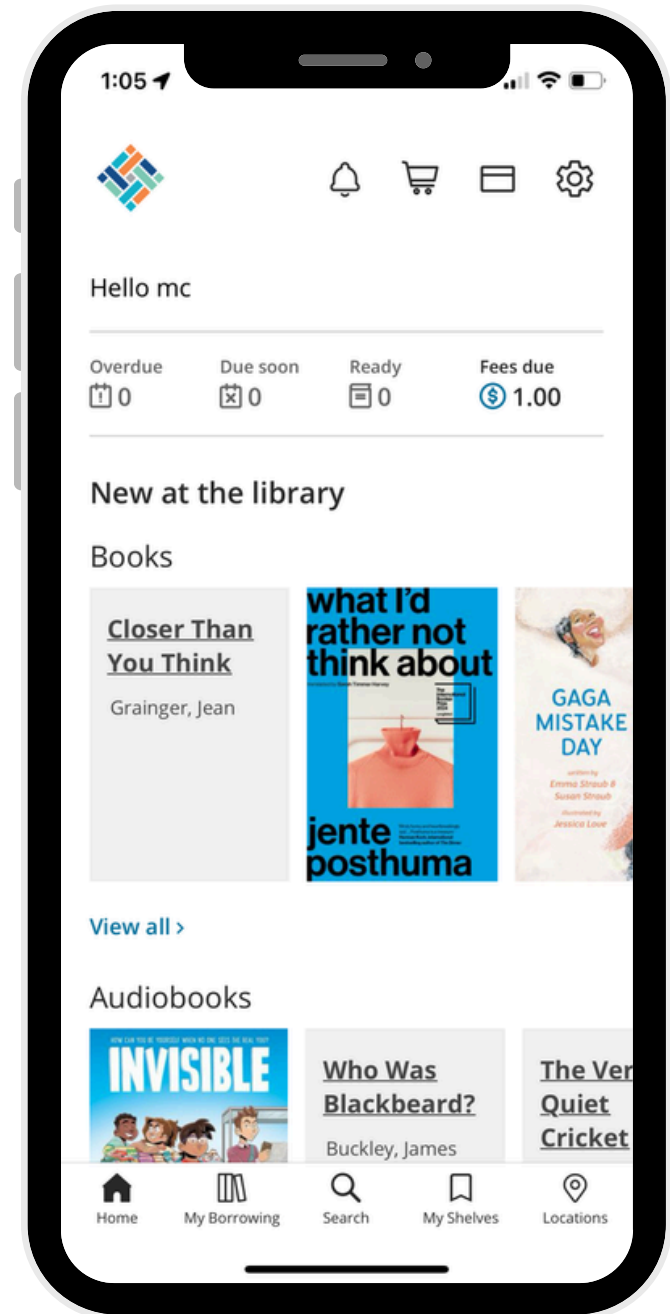
# Dashboard

- After logging in successfully, you will be taken to your dashboard,
- The first thing displayed will be instructions for how to switch between libraries.
- To dismiss these instructions, click on the pop-up messages.
- Your app is now ready for use.



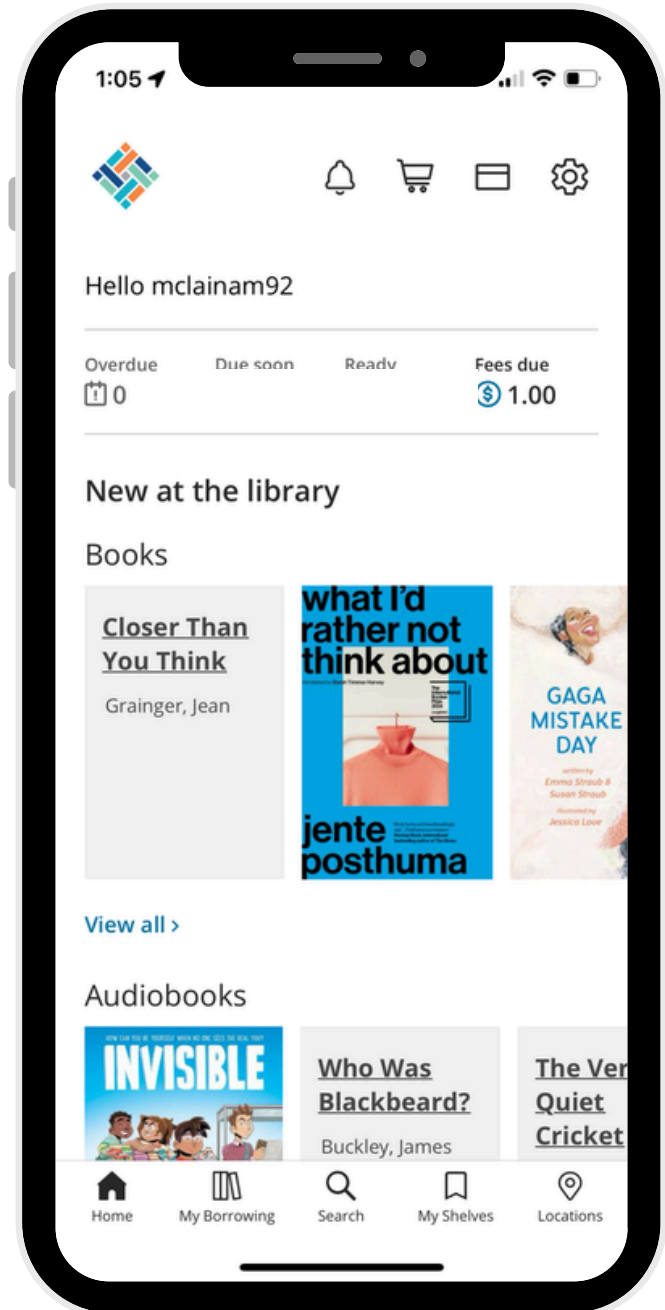
# Dashboard

- The top of the dashboard gives out an overview of your account - whether you have any overdue items, any items due soon, and holds ready for pickup, and any fines or fees due.
- The dashboard also displays new items available at Lakeland Libraries.
- The icons in the upper right are for notifications (bell), self-checkout (card), digital library cards (card), and settings (gear).



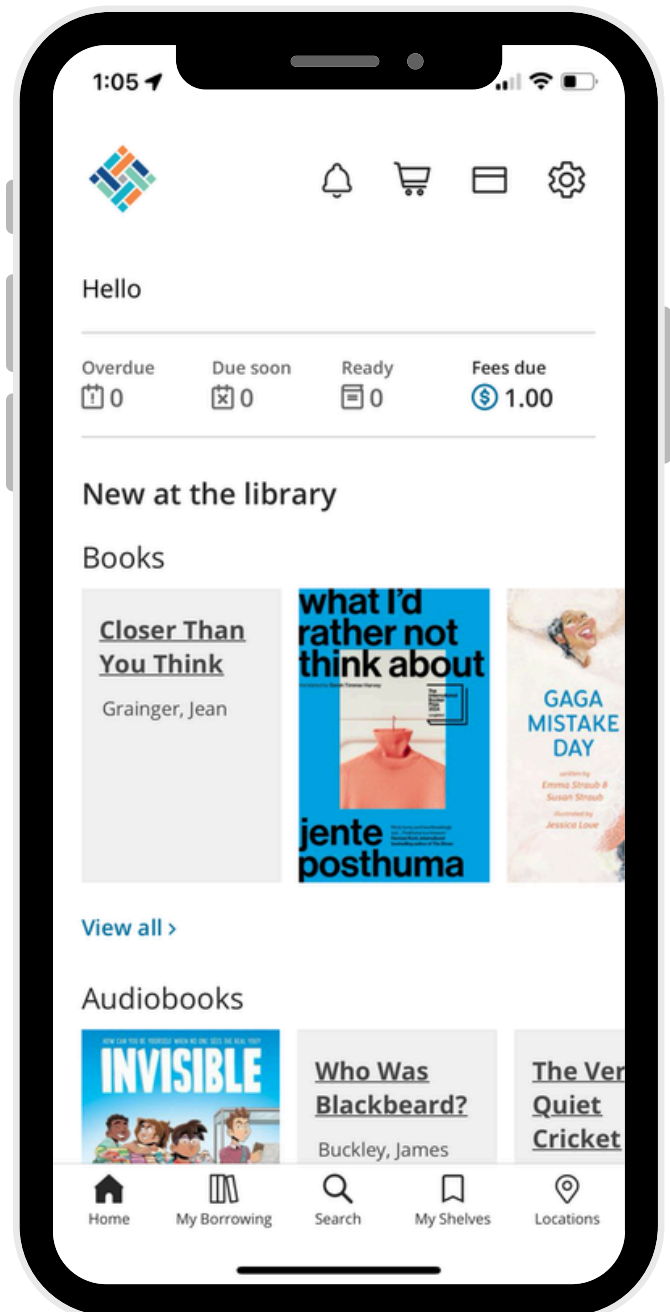
# Self-Checkout

- To begin the self-checkout process, click the cart icon at the top of the dashboard screen.
- This will open your camera and ask for your permission to use your phone's camera. Once permission is granted, you can begin to scan item barcodes to check them out.
- Once an item is scanned, confirmation will pop up on the screen that it was checked out. Then you can either continue scanning items or complete checkout.



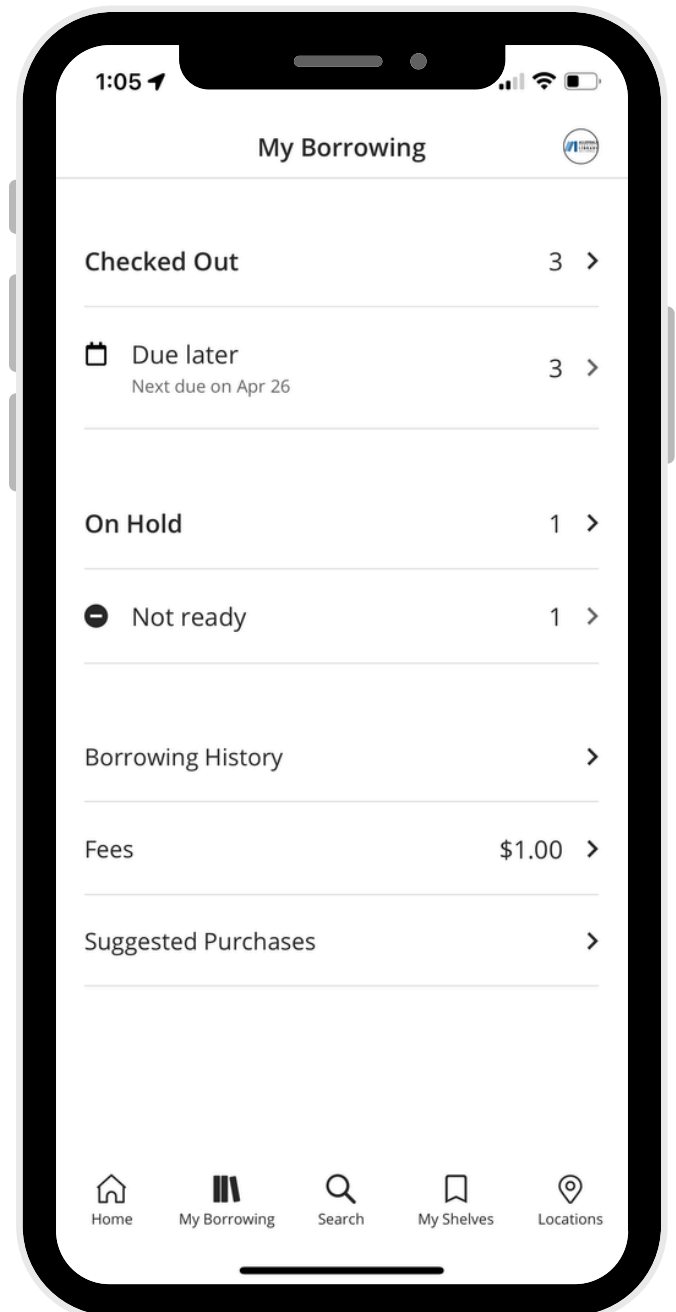
# Adding Cards

- To add, remove, or view digital cards, click on the card icon at the top of the dashboard screen.
- Each barcode registered on the app will generate a digital card with a scannable barcode, library card number, username, and expiration date.
- This card screen also allows for to add cards, which follows the same process as logging into the app.



# My Borrowing

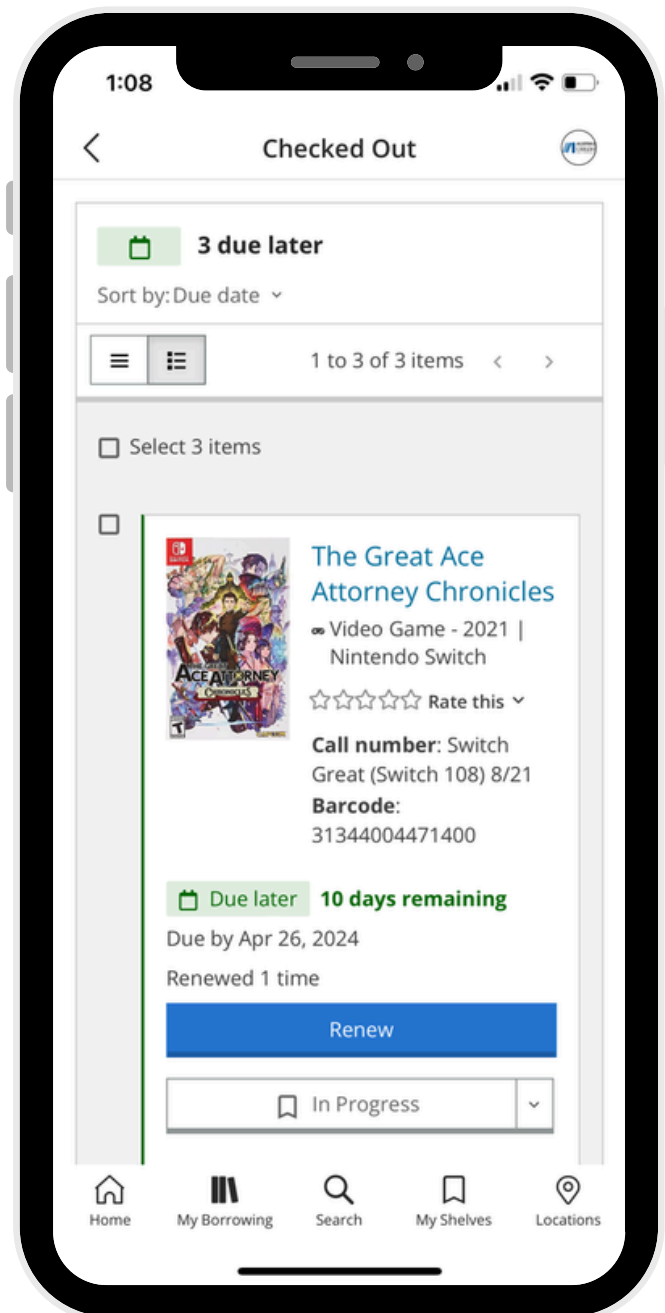
- Clicking on the “my borrowing” tab at the bottom of the screen will show you a detailed view of your account.
- You can see what all you have checked out currently, and what it due back soon.
- You can check on your holds and see if any are ready.
- You can enable and view your borrowing history.
- You can check and pay fines.
- You can make purchase suggestions.





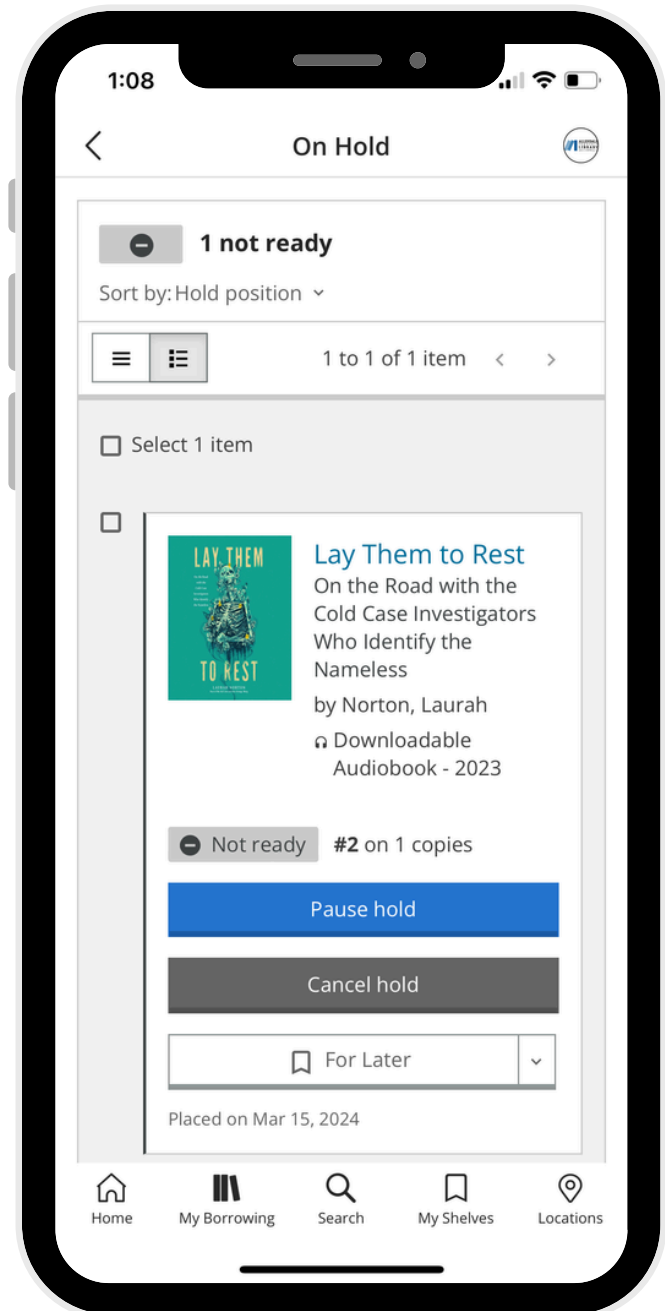
# Currently Checked Out

- Your “Checked Out” page will display the items you currently have checked out to the selected card.
- Items due soon will be highlighted.
- Each item will display days left in the borrowing period, and whether it has already been renewed.
- You will also be given the option to manually renew the item.



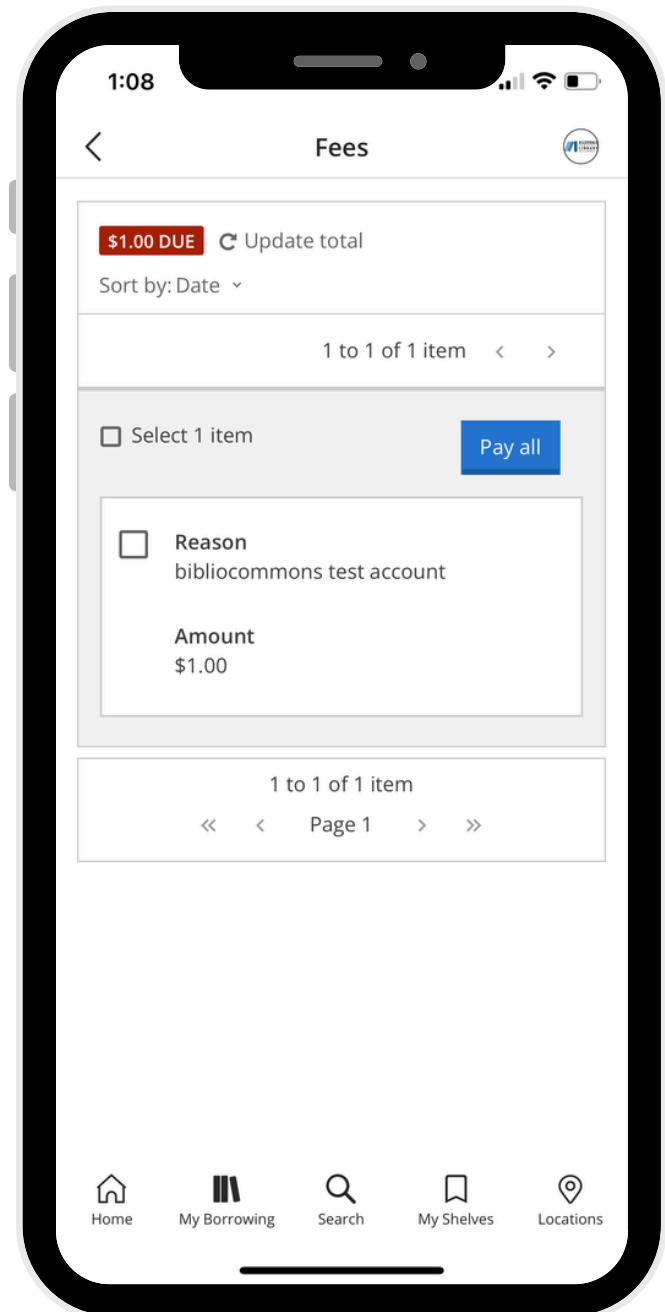
# On Hold

- Your “On Hold” page will display everything you currently have on hold - including digital items through Libby.
- This page will also display the status of the hold.
- This page also allows you to pause the hold.
  - However, it should be noted that holds need time to be established before they can be paused, or else you will encounter an error.



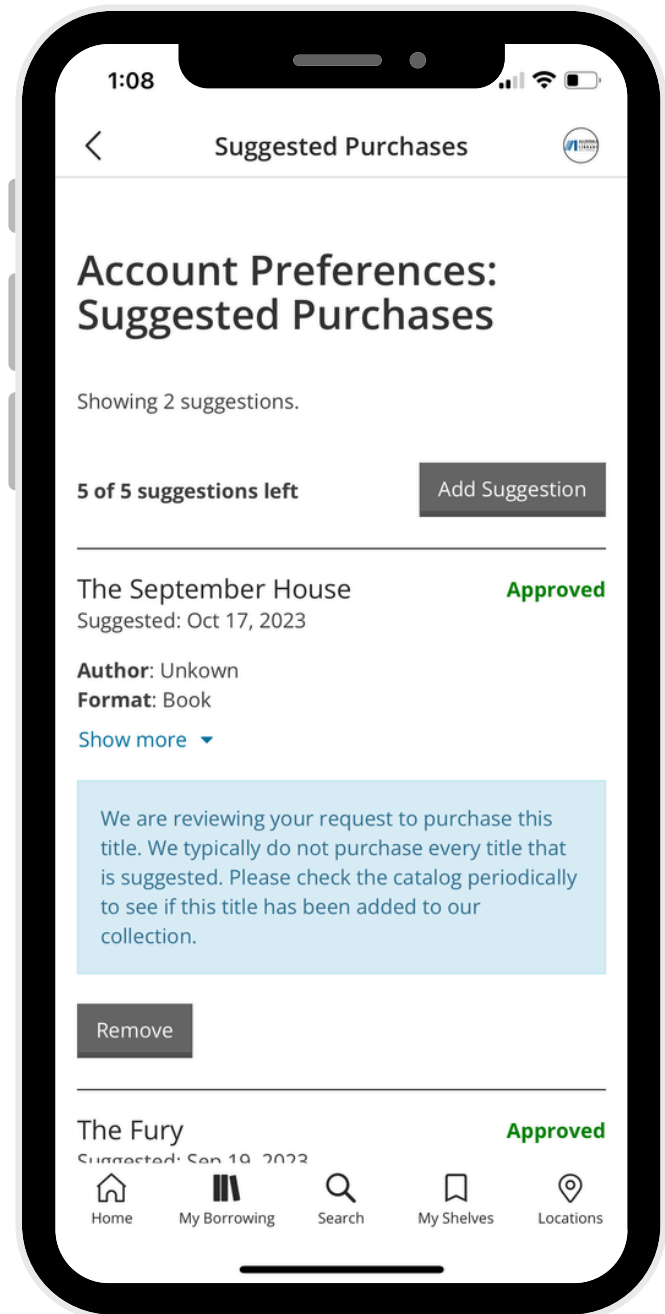
# Fines

- Your “Fines” page shows you any fines and fees attached to your account.
- Each charge will list its reasoning.
- You can check the box next to the fine to pay it, or click the blue “Pay All” button to pay fines directly in the app.



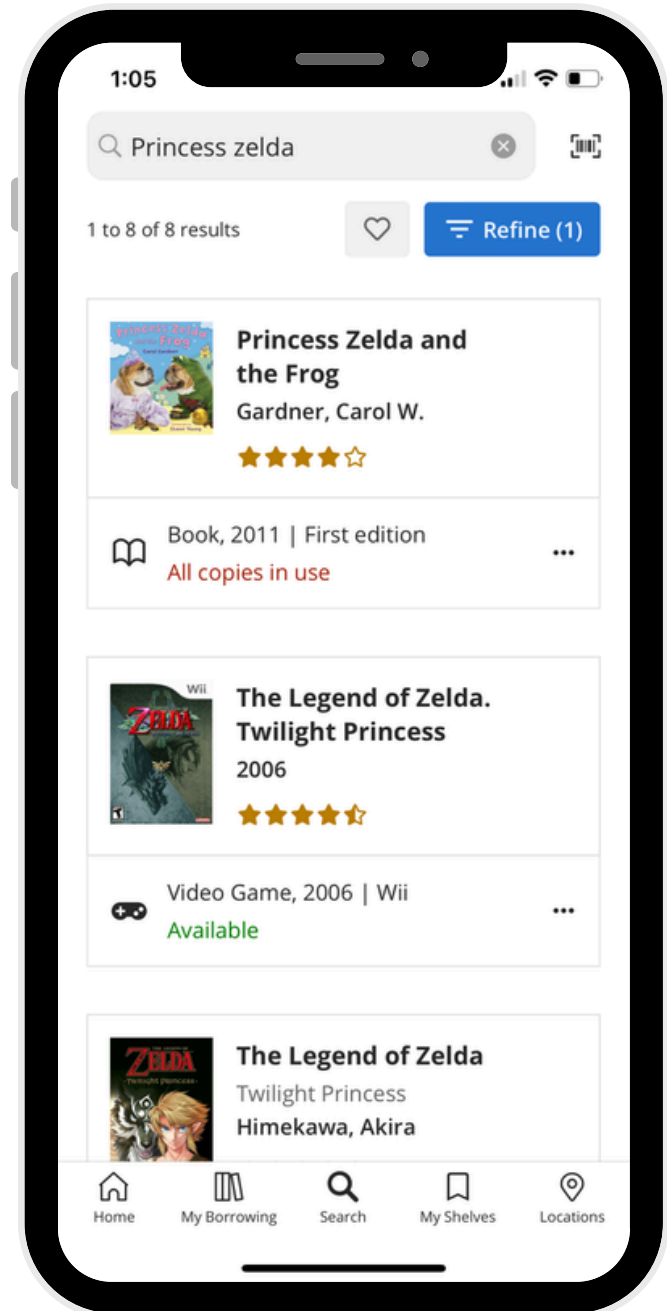
# Suggest a Purchase

- The “Suggested Purchases” page allows you to suggest items for your library to purchase.
- Click the “Add Suggestion” button and follow the prompts to make a suggestion.
- This page will also show you your past suggestions, and how the library has responded to them.



# Searching

- Using the search tab, you can search all Lakeland libraries for items.
- This page also allows you to filter results by format, genre, audience, language, and more.
- You can also see whether there are currently items of that title available from the search page.
- By clicking the ellipses next to an item, you can also add it to one of your shelves.

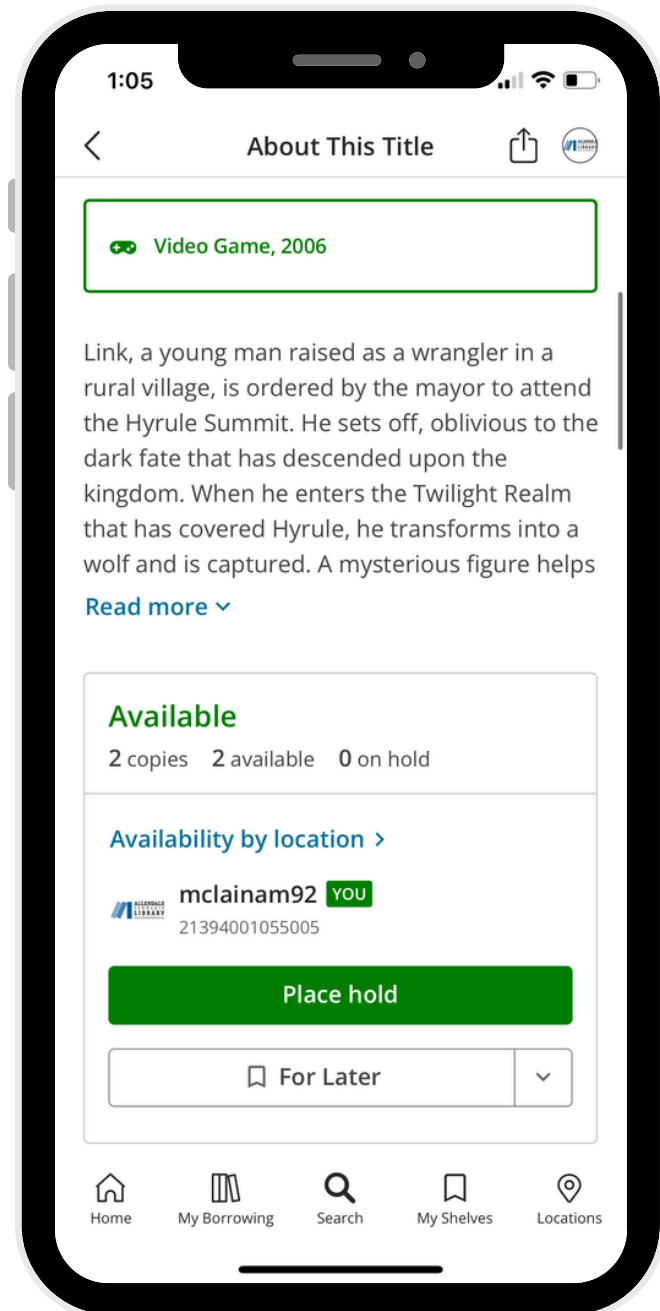


# Item Pages and Holds

- The item’s catalog page contains a general summary of the item, along with item details.

## If you are using the Lakeland Catalog:

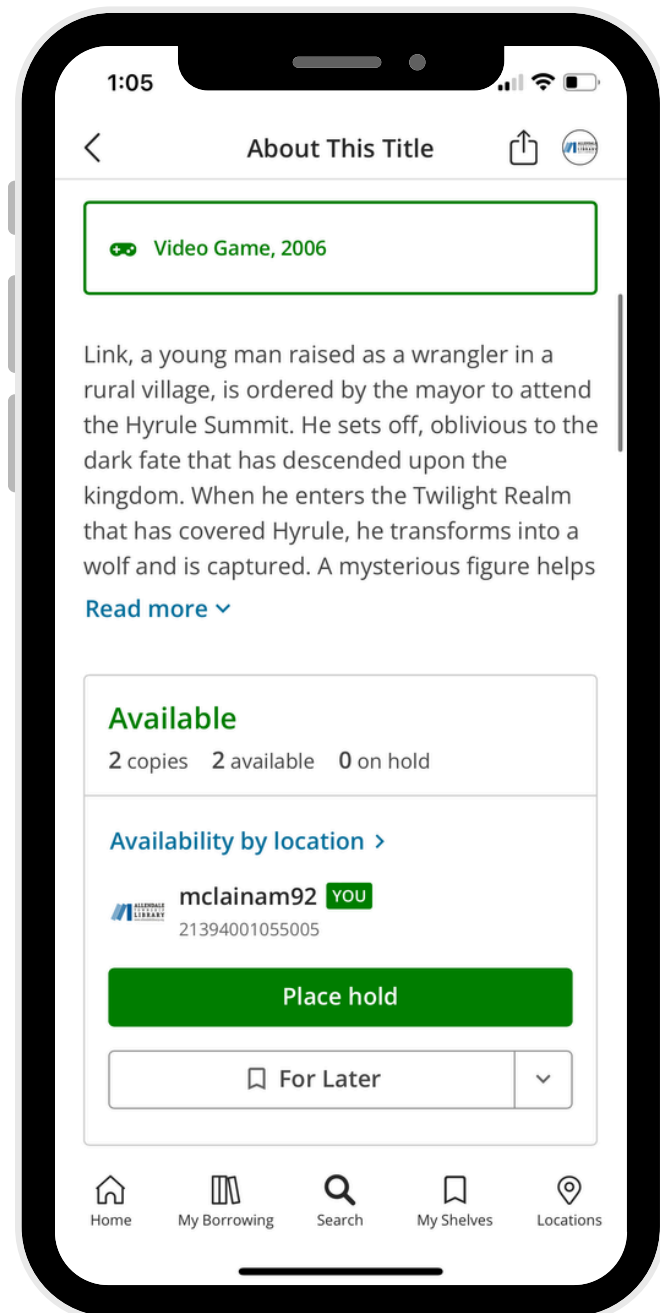
- This page also contains a list of how many of this item are available within Lakeland. You can click “Availability by location” to view which libraries own the selected item.
- Click the “Place hold” button to place a bib-level hold on the selected item.
- You can also add the item to your “for later” shelf from this page.



# Item Pages and Holds

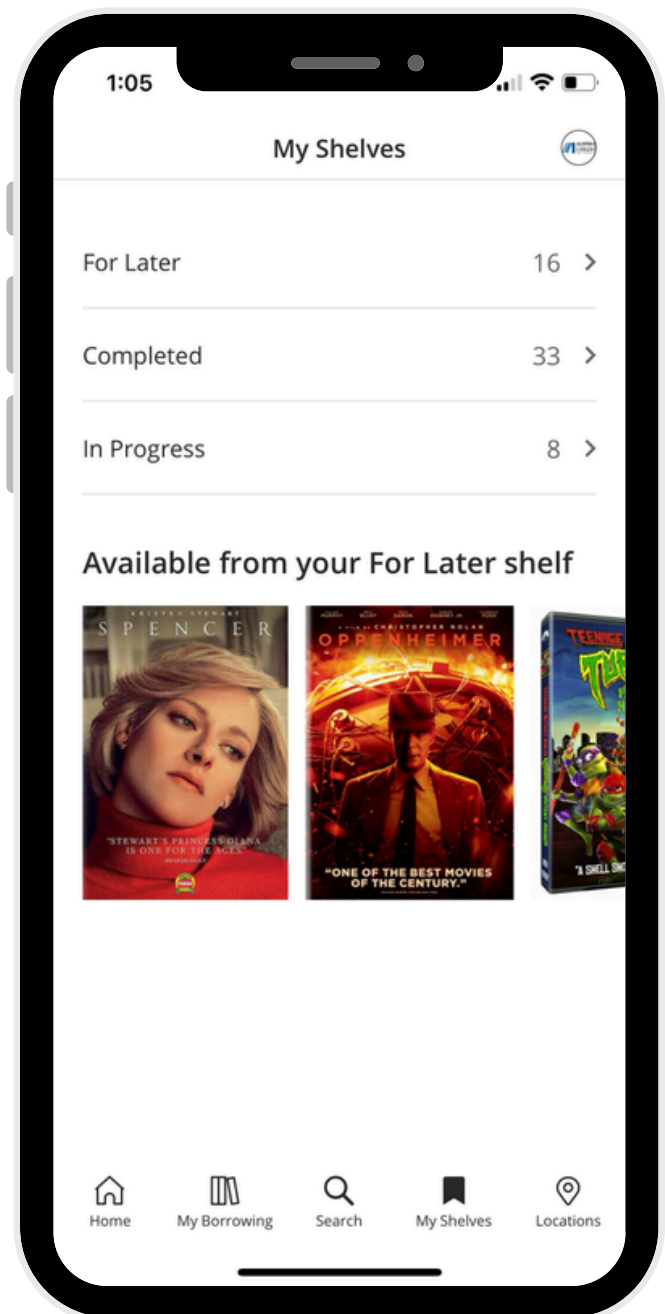
## If you have an individual location selected:

- Search results will only show the holdings for the selected library, just like the scoped catalog.
- Placing holds works as usual, though, and will page across the cooperative.
- Patrons can navigate to Lakeland from the library selection screen to view all items at all libraries - the Lakeland “Location” is the unscoped parent catalog.



# My Shelves

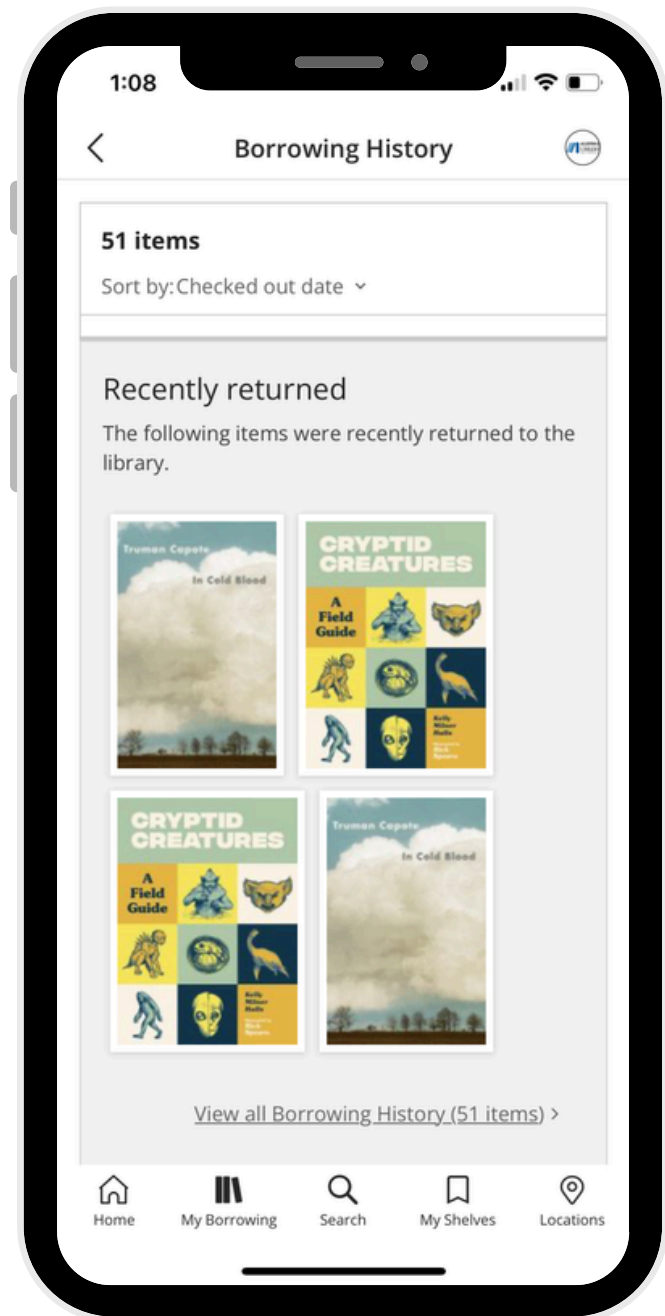
- On the “My Shelves” tab, you can see your shelves - “For Later,” “Completed,” and “In Progress.”
- Titles can be added to the lists from the item pages or by clicking the “+ Add Title” button on the list page.
- This page also automatically pulls a carousel of items that are on your “For Later” shelf that are currently available to check out.
- To view a shelf, click on its name. From there you can view and filter its contents similar to searching the catalog.





# Borrowing History

- Your borrowing history shows you items that you have checked out on your card - but only titles checked out after you have enabled this feature.
- If you have not enabled borrowing history, you can do so from this screen.
- A reminder, this has to be manually turned on by the patron due to the Library Privacy Act.



# Locations

- The locations tab lists all libraries within Lakeland, apart from those in Muskegon, which have their own app.
- A star will be placed next to your home library.
- Locations will display their open hours relative to the current time - i.e. they are open until 8, or they are closed and will open at 10 AM tomorrow.
- If you enable location services for the app, then the app will also provide the distance from you to that location.
- Once an individual library is selected, only that library and its branches will show.

